



Australian
Calisthenic
Federation

Decision Making Policy

Effective from:
01/07/2004
Updated: 10/2010
Updated: 5/2015



PREFACE

The Australian Calisthenic Federation (ACF) is a consultative body acting in the best interests of members and the longevity of Calisthenics.

Strategic decisions will be made after consulting all relevant stakeholders, and will be based on data secured from appropriate sample sizes. This allows the ACF to make informed decisions. This is not to say that all ACF decisions will be correct decisions, but given the wide data base, and the objective analysis of that data, the methodology will ensure ACF makes the best possible decision at that time.

The ACF welcomes the opinions and thoughts of any person at any time. We can be contacted through your State Association, or to the ACF Executive Officer:

ACF Executive Officer
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1. WHAT IS THE PURPOSE OF THIS POLICY?

- 1.1 The purpose of this Policy is to identify:
- (a) the levels of decision making that can be made at the Committee of Management, Council and Sub-committee levels of the ACF
 - (b) the guidelines that underpin decision making by ACF committees and individuals.

2. WHAT IS THE STATUS OF THIS POLICY?

- 2.1 This Policy is issued by the ACF Council under rule 19(3) of the ACF Constitution.
- 2.2 This Policy comes into force on 11 May 2015.
- 2.3 This Policy may be changed from time to time by the ACF Council.

3. WHAT DO WORDS IN THIS POLICY MEAN?

- 3.1 In this Policy, words appearing with a capital shall have the meaning set out in Attachment A which forms part of this Policy.

4. BACKGROUND

4.1 The role of the ACF is to nationally develop, promote, administer and co-ordinate in a professional and efficient manner the unique Australian sport of Calisthenics for the enjoyment and benefit of all.

4.2 This is achieved through a three-tier management structure:

Level	Responsibilities
<p>Council Comprises up to two representatives from all states with voting powers as stipulated in (7) of this policy. It includes members from the Committee of Management but with no voting rights.</p> <p>The Council meets twice per year.</p>	<p>This level is responsible for establishing the strategic direction for the management, growth and long term sustainability of the sport. Specifically, this level approves the Business Plan, national policies and procedures, coach education programs, skills programs and adjudication programs.</p>
<p>Committee of Management (COM) Comprises the President and the Directors of Finance, Planning, Information and Communication Technology, Competition, Coaching, Adjudicating, Skills and Executive Officer.</p> <p>The COM meets at least four times per year.</p>	<p>This level is responsible for the structures, processes, actions, resourcing and achievement of the strategic directions identified by the Council. It attains these outcomes primarily through the sub-committees.</p> <p>COM is also responsible for attaining external resources, and managing external advocacy and communication links.</p>
<p>Sub-Committees These comprise:</p> <ul style="list-style-type: none"> • Australian Calisthenic Coaching Committee (ACFCC) • Adjudicators Advisory Board (AAB) • Examiners Advisory Board (EAB) • Rules Sub-Committee 	<p>Under the guidance of each specific Director, this level develops and implements the actions to meet the outcomes of the strategic plan.</p>

5. DECISION MAKING STRUCTURE

5.1 The following table represents the decisions which can be made at the three levels of management.

Sub-Committees	Committee of Management	Council
<p>Decisions independent of COM:</p> <ul style="list-style-type: none"> Day to day decisions and expenditure relating to the execution of the agreed roll out plans and processes for projects and tasks. <p>Decisions to be forwarded to COM: →</p> <ul style="list-style-type: none"> Outcomes for agreement and interim sign off prior to circulating final draft to stakeholders for comment Final recommended products to be forwarded to the COM for final sign off. 	<p>Decisions independent of Council:</p> <ul style="list-style-type: none"> Day to day management of the Federation Expenditure within the budget Expenditure up to \$1000 for ad hoc expenses Approval of sub-committee actions and outcomes within agreed strategic direction, policies, procedures and budget <i>(as determined through majority vote within the COM)</i>. <p>Decisions to be forwarded to Council: →</p> <ul style="list-style-type: none"> All expenditure in excess of \$1000 outside budget Issues impacting and necessitating change in policy, procedures, By-laws, Constitution or strategic direction. 	<p>The Council is responsible for:</p> <ul style="list-style-type: none"> Strategic Plans, Policies, procedures, guidelines, By-laws, Coaching programs, Adjudicator programs, Skills programs Rules and ACF Constitution Budgets Approval for ad hoc unbudgeted items in excess of \$1000 Development grants The granting of Life Member Awards, Certificate of Recognition, Letters of Thanks Approval of host state for the ACF National competitions Approval of adjudicators for National competitions.

6. PRINCIPLES UNDERPINNING DECISION MAKING AT ALL LEVELS

6.1 The overarching goal of the ACF decision making process is to advance the quality of the sport on a national basis having regard to the needs of all stakeholders.

6.2 To achieve this, all levels will:

- (a) involve and consult with:
- (i) all Member States and their key stakeholders for input and feedback on outcomes
 - (ii) informed and experienced individuals and groups from within calisthenics and external to calisthenics (such as other sporting bodies, government bodies etc)
 - (iii) a significant number of representatives from specific stakeholder groups affected by the outcomes.

- (b) in light of the strategic direction of the ACF, objectively consider outcomes derived from the consultancy for the national betterment of the sport, and without bias to individuals or states
- (c) objectively consider and evaluate the opinions of other committee members preferably through Discussions. These may include face-to-face meetings, teleconferences and/or electronic visual conferences
- (d) consider potential future change and its impact on the issue under discussion
- (e) evaluate the quality of the decision post implementation and be prepared to modify actions/decisions accordingly.

6.3 If during a Discussion, any State Delegate feels a decision cannot be made without consultation with their state Board of Management and key stakeholders, no vote will be taken.

- (a) The time-line will be set prior to the conclusion of the Discussion for the return of the State vote to the Executive Officer.
- (b) If any state fails to respond by the given time-line, that State's decision will be deemed to be 'in favour'.

6.4 Discussion is the preferred method to achieve decisions, however if an issue for decision is urgent and put to Council members or COM members **via email** between meetings:

- (a) the issue will be clearly outlined
- (b) **comments** from State Delegates or COM members requested via the 'reply all' email function and an appropriate time line clearly stated. This will allow all issues to be deliberated by all states and factored into their decision and vote
- (c) **the private vote** subsequently called for and submitted by the Delegate to the ACF Executive Officer within a specified time frame
- (d) the decision will be recorded as a separate entry in the minutes of the next Council meeting or COM meeting.

6.5 Future concepts and decisions will be presented by video on the ACF website, by the COM personnel if deemed necessary.

These clips will be used to:

- introduce concepts and the basis for the change
- encourage people to comment
- deliver decisions consequent to the comment.

Stakeholders will be informed of this video presentation by email linking to the website encouraging people to comment through their states' communications media i.e. website, Facebook or in writing.

If a delegate requests consultation with their state on a decision debated at Council then this will prompt the decision to create a video.

- 6.6 A decision made at Council is final. Any amendment or retraction to a decision must be raised at a subsequent Council meeting.
- 6.7 Once a decision is validly passed under the conditions stated in this policy and the Constitution, it cannot be raised for review within three years unless extraordinary circumstances have arisen leading to just cause for review.
- 6.8 Once a decision is passed a discussion will pursue as to which ACF documents will need updating to reflect that decision.

7. ENSURING EQUITABLE CONSULTATION WITHIN MEMBER STATES

- 7.1 When a Member State seeks stakeholder opinion to input to ACF decisions, they should consult with relevant bodies which include:
- coaches
 - participants/clubs/parents
 - adjudicators/examiners.

When the need for a decision from the Member State is determined, the relevant stakeholder groups will be identified. The Member State will then consult with each group and the State Delegate will bring one vote per identified stakeholder group to the ACF Council meeting. Each State Delegate will have a maximum of three votes representing one vote for each stakeholder. Voting at ACF would then be based on a maximum of 21 votes.

- 7.2 If a State does not have an ASCA/EAB representative, and adjudicators/examiners have been identified as a relevant stakeholder, the Director of AAB/EAB will prepare a paper outlining the issues for and against the vote from the AAB perspective allowing that state to present a vote reflecting all perspectives.

8. INDIVIDUAL BEHAVIOURS IN THE DECISION MAKING PROCESS

- 8.1 In order to achieve the best decision, all members will:
- (a) agree to and follow the decision making process
 - (b) listen to and respect all other members' opinion and thoughts without interruption
 - (c) provide all other members with the opportunity to contribute

- (d) offer their opinion throughout discussions
- (e) maintain confidentiality of comments offered by individuals
- (f) if in dissent of the outcome, accept and adhere to the decisions of the ACF and without open criticism.

ATTACHMENT A - POLICY DEFINITIONS

“ACF” means the Australian Calisthenic Federation Inc, the national governing body for calisthenics in Australia.

“ACF Constitution” means the constitution of ACF as amended from time to time.

“Committee of Management” (COM) means the committee comprised of the President and Directors of the various Sub-committees of the ACF.

“Council” means the state appointed representatives from each of the Member States and the Committee of Management.

“Discussion” means a conversation held face-to-face, teleconference or by electronic visual conference.

“Member State” has the same meaning as in the ACF Constitution.

“Policy” and **“this Policy”** means this Decision Making Policy.

“Committee” and **“Sub-committee”** is any special purpose groups established by the ACF to carry out specific duties. The committees may vary from time to time according to need. They are currently known as:

- ADJUDUCATORS ADVISORY BOARD (AAB)
- AUSTRALIAN CALISTHENIC FEDERATION COACHING COMMITTEE (ACFCC)
- AUSTRALIAN CALISTHENIC FEDERATION EXAMINERS ADVISORY BOARD (EAB)
- AUSTRALIAN CALISTHENIC FEDERATION RULES COMMITTEE (Rules Committee)